

## Public Service Loan Forgiveness Employment Certification

Sutter Employees can now obtain an instant Employment Certification Form (ECF) for their PSLF application. **NOTE:** If you have any questions and/or concerns regarding the new process or experiencing login issues, please contact Experian Verify directly at **404-382-5400** or [verify.pslf@experian.com](mailto:verify.pslf@experian.com), and they will be able to help you.

Follow the instructions below: Please visit <https://voie.experian.com/app/ee/eeregister.aspx>

1. To set up an Employee Account with Experian Verify:
2. **“Create Account”** and enter the following information:
  - a. **Employer Access Code:** 6D964A49
  - b. **SSN/SIN/ID:** Enter your Employee ID (EEID). If you don't know your Employee ID, you can look it up in Workday. If you don't have access to Workday, you can reach out to the Sutter Health Employee Line at **1-916-297-8300** or **1-855-398-1631** to obtain this information.
  - c. **First Name**
  - d. **Last Name**
  - e. **DOB:** Enter your date of birth in mm/dd/yyyy format
  - f. **Email Address:** Enter your Work Email Address (preferred) or Personal Email Address
3. Click on the checkbox “I agree to the terms of use.”
4. Click Create an Employee Account. Note: A password setup link will be sent to your email address. Click the link the create a password and activate your account.
5. Login with your credentials.

Once logged in:

1. Select “PSLF Letter”
2. A letter with submittal instructions and completed ECF will be generated

**PLEASE NOTE:** Experian's PSLF fulfillment team does **not** submit your application, communicate with MOHELA/Fed Loans, or have any additional insight to your application status. **Any questions regarding your status will need to be directed to MOHELA/Fed Loans.** Updated information regarding submittal can be found at [studentaid.gov](http://studentaid.gov).

After you get the initial employment verification from [Experian.com](http://Experian.com), you will use the following information to get the **final** verification that student aid is requesting.

- 1) Sutter Bay Hospitals EIN: 94-0562680
- 2) “Electronic Signature”
- 3) Use [verify.pslf@experian.com](mailto:verify.pslf@experian.com) for the Employer's Email Address.

Experian will then complete the DocuSign request from Federal Student Aid, on behalf of Sutter.

Example:

SUTTER BAY HOSPITALS 94-0562680  
Employment Period: 2021-06-17 - Current

How do you want this employer to sign your PSLF form?

Electronic Signature  Manual Signature

Enter your employer's email address below and we'll send an electronic signature request to your employer on your behalf after you complete and submit your form. Also, tell your employer to expect an email sent from DocuSign (dse\_NA4@docusign.net) on behalf of the Department of Education's office of Federal Student Aid. *Please note: Your employer has 60 days to respond to a request for an e-signature.*

**Employer's Email Address**

I don't know my employer's email address and will add it later.